

**2020 Scholarship Application Package**  
**for**  
**CMAA National Capital Chapter (NCC)**  
*for Undergraduate and Graduate Student Applicants*  
*(Revised January 7, 2020)*





## About CMAA Foundation Chapter Scholarships

The Construction Management Association of America (CMAA) National Capital Chapter (NCC), a 501(c)3 charitable organization awards a limited number of scholarships to qualified students to help them defray the costs of pursuing a degree in Construction Management or a related-degree program. The amounts of the scholarships vary from year to year. The local National Capital Chapter awards scholarships up to \$2,000, usually in increments of \$500 amounts. Previous recipients may only be awarded one undergraduate and one graduate scholarship total.

**The national CMAA Foundation also awards separate scholarships, and students are encouraged to apply to both. More information regarding the CMAA Foundation can be found at <http://www.cmaafoundation.org>.**

## Eligibility Criteria

1. Must have completed a minimum of one full academic year of studies, and must have a minimum of one full academic year remaining prior to completing the degree being pursued.
2. Must be enrolled in a Construction Management degree program, or other CM-related degree program, and show a strong interest in a career in CM, as demonstrated by a response to the essay question in the application package.
3. Must attend college or retain permanent residence in Maryland, Washington, D.C., or Virginia.

**NOTE: Incomplete applications will not be considered by the CMAA National Capital Chapter scholarship selection committee.** The application and all associated attachments (with the exception of the Advisor's recommendation and chapter verification) must be submitted electronically. **Hard copy applications and attachments will not be considered.**

## CMAA National Capital Chapter Scholarship Application Process

Simply complete the scholarship application, making sure to refer to the application directions, and return it to the National Capital Chapter by **March 20, 2020**. The CMAA NCC will announce scholarship recipients at the CMAA National Capital Chapter awards banquet in May 2020. If you have any questions, please call Will Cvengros, CCM at (443) 257-5045, or email [william.cvengros@jacobs.com](mailto:william.cvengros@jacobs.com).

## CMAA National Capital Chapter Scholarship Review Process

1. The CMAA National Capital Chapter scholarship selection committee will review all complete applications received from electronic submittals and make its decision based on the received application. Selected winners will be notified by **April 15, 2020**.
2. Scholarship checks will be mailed directly to the student's provided address upon the student's acceptance of the scholarship and CMAA's verification of the student's enrollment status.

## CMAA National Capital Chapter Scholarship Selection Criteria

The CMAA National Capital Chapter scholarship selection committee will consider the following in selecting winners of the chapter scholarships:

- Academic performance: 40%
- Quality of essay on future plans and scholarship interest: 20%
- Recommendation of faculty advisor: 15%
- Extracurricular activities: 25%
- **BONUS:** CMAA Member or Student Member: 5%



## Helpful Hints

- All sections of the application, including the Application Checklist, must be completed in full and submitted electronically by **March 20, 2020**. An application submitted that is missing any of the sections and/or without a signature will be disqualified from consideration.
- The response to the essay must be typed. Be sure to check spelling and grammar carefully; presentation is important.
- The subject line of your **electronic submission email** when submitting should include 2020 CMAA NCC Scholarship, your last name and school name. Please submit one **email with all completed sections of the application, in one PDF document, including the transcripts, but excluding the Advisor's recommendation and student chapter verification, as those documents should be sent directly to the CMAA NCC selection committee**. Applications received as multiple submittals will be returned for consolidation.
- Please keep a copy of your complete application package. A confirmation email will serve as verification that your application has been received. No additional notification will be provided. Exceptions will not be made.

## Before you Begin...

- A completed application will include the following documentation: a completed and signed application form, academic transcript(s), the enclosed advisor's evaluation and letter sent directly to the CMAA NCC selection committee representative (Will Cvengros, CCM), the student's current resume, a letter of recommendation from the most current employer on company letterhead, and the Student Chapter/Regional Chapter Membership Verification (If Applicable).
- If the applicant cannot provide a letter from an employer, an additional letter of recommendation from a department faculty member is required.
- Electronic versions of this application can be found at the CMAANCC website: <http://www.cmaancc.com/>



## Scholarship Application Checklist

To be considered for a CMAA NCC scholarship, you must complete the following checklist and include it with the application submission.

Completed **all** sections of the application packet, including:

- General Information Form
- Academic Information Form
- Current Academic Schedule
- Academic Transcript from each school attended for undergraduate and/or graduate credit.

Please supply the following information related to transcripts:

School Name(s)

Date of Transcript

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- Extracurricular Activities Form
  - Employment Form (If applicable)
  - Employer or Faculty Recommendation Letter (may be submitted with your pdf package or separately)
  - One Essay on Future Plans and Scholarship Interest
- CMAA Student Chapter/Regional Chapter Membership Verification must be submitted electronically directly to the CMAA NCC (Will Cvengros) by **March 20, 2020**. (If applicable)
- Distributed the evaluation/recommendation form to your academic or faculty advisor and let your advisor know the completed form and one-page statement must be submitted electronically directly to the CMAA NCC (Will Cvengros) by **March 20, 2020**.
- Proofed the spelling, grammar, and the presentation of the application.
- Signed and dated the application package.
- Retain a copy of the completed application package.
- Electronically Submitted Application to:**  
To: Will Cvengros, CCM, [william.cvengros@jacobs.com](mailto:william.cvengros@jacobs.com)  
**E-mail Subject Line:** "2020 CMAA NCC Scholarship – *STUDENT'S LAST NAME – SCHOOL*"



**General Information**

<b>First Name</b>	
<b>Last Name</b>	
<b>Birth Date</b>	
<b>Permanent Street Address</b>	
<b>City</b>	
<b>State/Province</b>	
<b>Postal Code</b>	
<b>Country</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Current College/University: Name</b>	
<b>School Address</b>	
<b>City</b>	
<b>State/Province</b>	
<b>Postal Code</b>	
<b>Phone Number</b>	
<b>CMAA Member?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>CMAA Regional Chapter Affiliation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
<b>CMAA Student Chapter Affiliation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
<b>CMIT?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Previous CMAA NCC Scholarship Recipient?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?
<b>Qualify for Francis M. Keville Scholarship (minority or female applicants)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No



### Academic Information

<b>Student Classification for Which You Are Seeking This Scholarship?</b>	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
<b>Student Classification at Time of Application (e.g. 3<sup>rd</sup> year undergraduate, 1<sup>st</sup> year graduate)</b>	
<b>Type of Degree Sought (e.g. BS, MA)</b>	
<b>Anticipated Graduation Date</b>	
<b>Cumulative GPA</b>	
<b>Major Field of Study</b>	
<b>GPA in Major</b>	
<b>Minor (or Concentration) Field of Study</b>	

Please list the names, locations, and dates of enrollment for any other colleges or universities you attended while seeking your current degree.

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Please list any academic honors and awards you've received.

1. 

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2. 

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3. 

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4. 

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### Current Academic Schedule and Transcripts

Please attach your current academic schedule. You also must include an transcript from each school you have attended for undergraduate **and** graduate credit. Either official or unofficial transcripts are acceptable.

Application packages will not be considered complete unless the current academic schedule and transcript(s) are included in the pdf package.



### Extracurricular Activities

Please list any extracurricular information you consider to be significant, beginning with the most recent and working back chronologically. Do not list every detail about every position or activity. Rather, provide a general sense of your responsibilities and commitment. Attach additional sheets containing other extracurricular activities if necessary.

<b>1. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>2. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>3. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>4. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	



### CMAA Student Chapter/Regional Chapter Membership Verification Form

If there is a CMAA Student Chapter at your college or university, or a regional chapter in your area, you must submit this form. The chapter faculty advisor and Student Chapter President (or regional chapter president) must complete and sign the appropriate sections below.

NOTE TO THE CHAPTER OFFICER: Please complete and sign this evaluation by **March 20, 2020**, and electronically return directly to the CMAA NCC University Liaison Committee at:

To: Will Cvengros, CCM, [william.cvengros@jacobs.com](mailto:william.cvengros@jacobs.com)

E-mail Subject Line: "2020 CMAA NCC Scholarship – *STUDENT'S LAST NAME – SCHOOL*"

Name of Student under Verification:

College/University:

I certify that to the best of my knowledge that this student is a member in good standing with the CMAA Student Chapter and/or an active member in good standing with the CMAA Regional Chapter.

Name of Chapter President or Student Chapter Faculty Advisor:

Title:

.Signature:

Date:

Please place an "X" in the appropriate cell.	Poor	Below Average	Average	Above Average	Superior
Cooperation					
Courtesy					
Dependability					
Industriousness					
Initiative					
Maturity					
Ability to select & achieve goals					
Self-Control					





## Employment

If applicable, please enter information regarding your most recent employment. Attach additional sheets containing other employment if necessary.

<b>1. From (month/year):</b>		<b>To (month/year):</b>	
<b>Company Name</b>			
<b>Address</b>			
<b>Supervisor Name</b>			
<b>Your Position</b>			
<b>Duties</b>			
<b>Hours Per Week</b>			
<b>2. From (month/year):</b>		<b>To (month/year):</b>	
<b>Company Name</b>			
<b>Address</b>			
<b>Supervisor Name</b>			
<b>Your Position</b>			
<b>Duties</b>			
<b>Hours Per Week</b>			
<b>3. From (month/year):</b>		<b>To (month/year):</b>	
<b>Company Name</b>			
<b>Address</b>			
<b>Supervisor Name</b>			
<b>Your Position</b>			
<b>Duties</b>			
<b>Hours Per Week</b>			



## Recommendation Letter

Please attach a letter of recommendation from your current or a previous employer. If your employer cannot produce a recommendation, a letter from a department faculty member is required; this department faculty member cannot be the same person as your academic or faculty advisor.

Your recommendation letter shall be sent electronically to the CMAA NCC Scholarship Committee at:

To: Will Cvengros, CCM, [william.cvengros@jacobs.com](mailto:william.cvengros@jacobs.com)

E-mail Subject Line: "2020 CMAA NCC Scholarship – *STUDENT'S LAST NAME – SCHOOL*"

## Essay

Applicants must submit one original essay, addressing both of the following topics, to be considered for a scholarship. Please do not exceed two, typed, single-spaced pages.

**1. Future Plans**

Please tell us why you are interested in a career in Construction Management.

**and**

**2. Scholarship Interest**

Please explain to the CMAA NCC scholarship selection committee why you should receive a CMAA NCC scholarship.

## Applicant Signature

***By submitting this application package for a CMAA NCC scholarship, I certify that the information contained herein is accurate and factual to the best of my knowledge.***

***Also, I acknowledge that all scholarship decisions of the scholarship committee are final.***

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



### Academic or Faculty Advisor Evaluation/Recommendation Form

NOTE TO THE APPLICANT: Please complete the upper portion of this form before giving it to your academic or faculty advisor for completion.

<b>Applicant's Full Name</b>	
<b>College/University Name</b>	
<b>Department</b>	
<b>Academic or Faculty Advisor's Full Name</b>	

NOTE TO ADVISOR: The applicant wishes your responses to be considered as part of his or her CMAA NCC scholarship application, which is not complete without your evaluation (due by **March 20, 2020**). You are encouraged to provide frank statements about the applicant's academic competency, achievements and prospect as a future CM/AEC professional in a one-page recommendation letter. Your evaluation is confidential and will not be shared with the applicant. The judges consider your evaluation to be very important. Your letter will make up 15% of the applicant's total score. Please send a one-page letter, along with this completed form electronically to:

To: Will Cvengros, CCM, [william.cvengros@jacobs.com](mailto:william.cvengros@jacobs.com)

E-mail Subject Line: "2020 CMAA NCC Scholarship – *STUDENT'S LAST NAME* – *SCHOOL*"

If you have any questions, please call Will Cvengros at (443) 257-5045 or email [william.cvengros@jacobs.com](mailto:william.cvengros@jacobs.com).

<b>How long have you known this student?</b>		<b>In what capacity?</b>	
<b>How often do you see this student?</b>			
<b>Advisor's Full Name</b>			
<b>Position</b>			
<b>Organization</b>			
<b>Email</b>		<b>Phone</b>	

Once completed, please email this form along with your one-page recommendation letter to [william.cvengros@jacobs.com](mailto:william.cvengros@jacobs.com). The subject line of your email when submitting should include 2020 CMAA NCC Scholarship, applicant's last name and school name. Forms may be scanned and emailed. Recommendation letters should be completed digitally.